

***New Jersey State Department of Education
Office of Licensure and Credentials***

NOTARIZED STATEMENT OF LOSS

Before a duplicate certificate can be issued, you will need to:

1. Fill in the information requested below:

Original license was issued in the name of:

Social Security Number: _____

Type of license (e.g. Elementary School, English, Student Personnel Services):

Date of Issuance: _____

2. Present this form to a notary public and have the following statement notarized and return this letter with the application.

I am requesting a duplicate certificate because, after having made a thorough search of my records, I hereby affirm that the original has been lost.

Applicant's Signature

Sworn to before me this _____ day of _____, 19____

Notary Seal

Notary Signature

Date

Mail the completed form to:

New Jersey State Department of Education
Office of Licensure and Credentials
P.O. Box 500
Trenton, New Jersey 08625-0500
Re: Notarized Statement of Loss